

ESA Regional Teacher of the Year (TOY) Guidelines

Due By	ESA Responsibilities
Feb. 15	Each ESA should strongly urge each of their school districts to hold a search for their own District TOY.
April 5	Each ESA should ensure that each district has given its District TOY the ESA Regional TOY Nomination Form. (The form must be completed by the District TOY and returned to the ESA.).
April 20	Each ESA should ensure that it has received all ESA Regional Teacher of the Year Nomination Forms. Each ESA should review the ESA Regional TOY Nomination Forms it receives for completeness.
April 25	Each ESA should put together a selection committee of 3-5 people to select the ESA Regional TOY. The selection committee can be made up of board members, business members, school staff, parents, educational association members, etc. The committee should use the ESA Regional TOY Scoring Form to determine the ESA Regional TOY. The ESA is responsible for notifying the District TOYs of the results.
May 5	Each ESA should have its ESA Regional TOY complete the 2009 South Dakota Teacher of the Year Application and send it to the Department of Education. <u>**Please give the ESA Regional TOY ample time to complete the Application, as it's 16 pages long, requires signatures and a 15 minute video of their teaching.</u> Each ESA should notify the State TOY coordinator of the identity of their ESA Regional TOY. Each ESA is also responsible for their own press release.
June 25	Each ESA should ensure that the ESA Regional TOY has sent the completed 2009 South Dakota Teacher of the Year Application packet to the: Department of Education, Office of Accreditation and Teacher Quality, Attn: Lanette Johnston, 700 Governors Drive, Pierre, SD 57501.

All required forms are available online at
<http://doe.sd.gov/oatq/distinguishededucators/TOY/index.asp>.

NOTE: Each ESA will need to enter its ESA information in the appropriate places on the ESA Regional Teacher of the Year Nomination Form before sending out the form. For additional information contact Lanette Johnston by email at lanette.johnston@state.sd.us or by phone at 605-773-8415.